

Personnel

DIRECTORATE OF OPERATIONS AWARDS

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OPR: HQ AFSOC/DOE (Mrs. Irene Freiberg)

Certified by: HQ AFSOC/DO (Col Stephen R. Connelly)

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This instruction implements AFD 36-28, *Awards and Decorations Program*. This instruction establishes criteria and objectives for the Air Force Special Operations Command (AFSOC)-sponsored Directorate of Operations (DO) awards. It applies to Operations' functional areas and people specified in the individual award criteria. This instruction applies to the Air Force Reserve Command and the Air National Guard. The instruction requires the collection or maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in this instruction are 37 U.S.C. Coordinate any Privacy Act Statement with HQ AFSOC/SCMN.

SUMMARY OF REVISIONS

This revision incorporates requirements and procedures formerly in AFSOCR 900-2. It adds another position for eligibility for the AFSOC Outstanding Aircrew Member of the Year (HQ AFSOC/DOV) (para 3.3.12.); changes the format to two pages, single-spaced, bullet or point paper format (para 3.6.1.1. and 3.6.1.2.); a letter signed by the commander must also accompany the nomination (para 3.6.3.); and changes the heading format for the AFSOC Outstanding Combat Tactics Officer and Enlisted Member of the Year (HQ AFSOC/DOX) (para 4.6.1.2.). Three attachments have been added.

1. General. All AFSOC-sponsored DO awards are addressed in this instruction.

2. AFSOC Outstanding Special Operations Squadron of the Year.

2.1. Responsible Agency. HQ AFSOC/DOO.

2.2. Specific Purpose. Awarded for outstanding contributions to the AFSOC mission.

2.3. Eligibility. All active duty, AFRC, and ANG operational flying special operations squadrons to include operational support and special tactics squadrons.

2.4. Suspense. Nominations should be sent to HQ AFSOC/DOO, 100 Bartley St, Hurlburt Fld FL 32544-5273, not later than 1 March each year.

2.5. Nomination Criteria. Nomination packages will cover the preceding calendar year from 1 January to 31 December. Each wing, group, or detachment may nominate one squadron each. When a squadron has participated in significant classified operations, which warrant consideration and cannot be adequately addressed in the unclassified summary, submit a classified supplement (2 pages maximum) with the main entry.

2.6. Selection Criteria. Nomination should consist of two double-spaced, typewritten 8-1/2 by 11-inch pages for each heading/factor (photographs included). Base nomination and selection on the following headings/factors for the calendar year:

2.6.1. Mission. A short synopsis of the unit mission, resources available, and particular difficulties encountered in performing that mission.

2.6.2. Combat Readiness. Results of higher headquarters inspections. Include overall rating, unit performance, and any laudatory comments or findings bearing on the squadron. When no inspection or report was issued during the period, cite the date of the last report and the overall rating.

2.6.3. Outstanding squadron accomplishments. Squadron awards; recognition by higher headquarters, civic organization, or the host base; improvements in policy, procedures, and equipment; safety programs; and cost and resource saving programs.

2.6.4. Outstanding Individual Accomplishments. Individual awards and decorations; recognition for enlisted personnel of the month, quarter, or year; distinguished or honor graduates; honors for civic accomplishments; below-the-zone or Stripes for Exceptional Performers promotions; letters of recognition; and Air Force suggestion program awards.

2.6.5. Base or Community Relations. Describe unit's positive impact.

2.6.6. Military or Civilian Education. Numbers of personnel eligible for, enrolled in, and completing each level, as well as actions taken to promote education.

2.6.7. Other Areas. Other significant areas as determined by the squadron commander.

2.7. Selection Procedures. HQ AFSOC/DOO will convene a selection board to review nominations and tentatively select the recipient. HQ AFSOC/DO will review the selected nomination and obtain the AFSOC Commander's concurrence.

2.8. Description of the Award. Each winning squadron receives a trophy for permanent retention.

2.9. Presentation of Award. The AFSOC Commander or a designated representative will announce and present award at an appropriate event.

3. AFSOC Outstanding Aircrew Member of the Year.

3.1. Responsible Agency. HQ AFSOC/DOV.

3.2. Specific Purpose. To identify and recognize outstanding aircrew member efforts and achievements in support of the mission of the AFSOC.

3.3. Eligibility. All active duty, AFRC, and ANG aircrew members in AFSOC or AFSOC-gained units assigned to the following crew positions. HQ AFSOC personnel are ineligible.

3.3.1. Pilot.

3.3.2. Navigator.

3.3.3. Electronic Warfare Officer.

3.3.4. Flight Engineer.

3.3.5. Loadmaster.

3.3.6. Aerial Gunner.

3.3.7. Communication System Operator.

3.3.8. Sensor Operator.

3.3.9. Fire Control Officer.

3.3.10. Mission Control Chief.

3.3.11. Electronic Communication Systems Operator.

3.3.12. Direct Support Operator.

3.4. Suspense. Nominations should be sent to HQ AFSOC/DOV, 100 Bartley St, Ste141W, Hurlburt Fld FL 32544-5273, not later than 1 April each year.

3.5. Nomination Criteria. Nomination packages will cover the preceding calendar year from 1 January to 31 December. Each Wing, Group, or Detachment commander may nominate one aircrew member per position for this award.

3.6. Selection Criteria.

3.6.1. Limit the write up to two, single-spaced, typewritten pages, 8-1/2 x 11-inch.

3.6.1.1. Use a bullet or point-paper format, not running narrative.

3.6.1.2. Heading should be centered and consist of three lines: first line: name of award and year; second line: position for which nominated; and third line: nominee's rank and name. See Attachment 1.

3.6.2. Base nomination and selection on one or more of the following factors:

3.6.2.1. Outstanding performance as an aircrew member on a specific mission which particularly furthered national objectives or reflected exceptionally well on AFSOC.

3.6.2.2. Sustained superior performance as an aircrew member performing a continuing mission of extraordinary difficulty or challenge.

3.6.2.3. Incidents in which superior aircrew member efforts in dealing with an in-flight or ground emergency resulted in prevention of serious injuries or aircraft damage.

3.6.3. The commander or deputy commander must indorse all nominations. Address letters to HQ AFSOC/DO.

3.7. Selection Procedures. HQ AFSOC/DOV will convene a selection board to review nominations and tentatively select the recipient. HQ AFSOC/DO will review the selected nominations and obtain the AFSOC Commander's concurrence.

3.8. Description of the Award. Each winner receives a plaque for permanent retention.

3.9. Presentation of Award. The AFSOC Commander or a designated representative will announce and present awards at an appropriate event.

4. AFSOC Outstanding Combat Tactics Officer and Enlisted Member of the Year.

4.1. Responsible Agency. HQ AFSOC/DOX.

4.2. Specific Purpose. To identify and recognize the most outstanding officer and enlisted member in the field of combat tactics development. The award promotes competition among individuals striving to prepare AFSOC for its wartime taskings. There are two awards:

4.2.1. AFSOC Outstanding Tactics Officer of the Year.

4.2.2. AFSOC Outstanding Tactics Enlisted Member of the Year.

4.3. Eligibility.

4.3.1. Nominees must have been assigned combat tactics duties or worked in the field of tactics and have been mission ready in a special operations forces aircraft for a period of at least 1 year. HQ AFSOC personnel are ineligible.

4.3.2. Nominees must have made significant contributions to the development, awareness, and education of combat tactics and in preparing the command for its wartime roles.

4.4. Suspense. Nominations should be sent to HQ AFSOC/DOX, 100 Bartley St, Ste 153W, Hurlburt Fld FL 32544-5273, not later than 1 March.

4.5. Nomination Criteria. Nomination packages will cover the preceding calendar year from 1 January to 31 December. Each wing or group may nominate a maximum of two individuals in each category.

4.6. Selection Criteria. Nomination should include:

4.6.1. Submit a detailed statement limited to two double-spaced, typed pages describing why the individual was nominated.

4.6.1.1. Use running narrative format, do not use bullet or point-paper format.

4.6.1.2. Heading should be centered and consist of the award title and date on first line and nominee's rank, name, and organization on second line. For second page, place rank and name on upper left-hand corner. See Attachment 2.

4.6.1.3. Copies and exhibits of nominee's work, published articles, programs, etc., may be attached.

4.6.2. Base nomination and selection on the following factors:

4.6.2.1. Development of tactics, techniques, and procedures which contributed significantly to AFSOC's wartime preparedness.

4.6.2.2. Enhancements to existing tactics, techniques, and procedures.

4.6.2.3. Contributions toward promotion and education of the AFSOC community in the tactical arena.

4.6.2.4. Contributions toward promotion of combat, wartime-oriented thinking and preparedness throughout the AFSOC community.

4.6.3. Send a biographical sketch, limited to one, typewritten page to include (See Attachment 3):

4.6.3.1. Rank and full name.

4.6.3.2. Duty assignment.

4.6.3.3. Organization.

4.6.3.4. Location.

4.6.3.5. Weapon system.

4.6.3.6. Military and civilian education.

4.6.4. The commander or deputy commander must indorse all nominations. Address letters to HQ AFSOC/DO.

4.7. Selection Procedures. HQ AFSOC/DOX will convene a selection board to review nominations and tentatively select the recipient. HQ AFSOC/DO will review the selected nominations and obtain the AFSOC Commander's concurrence.

4.8. Description of the Award. Each winning individual receives a plaque for permanent retention.

4.9. Presentation of Award. The AFSOC Commander or a designated representative will announce and present awards at an appropriate event.

STEPHEN R. CONNELLY, Col, USAF
Director, Operations

Attachment:

1. Format for AFSOC Outstanding Aircrew Member of the Year
2. Format for AFSOC Outstanding Combat Tactics Officer/Enlisted Member of the Year
3. Format for Biographical Sketch for AFSOC Outstanding Combat Tactics Officer/Enlisted Member of the Year

Attachment 1

FORMAT FOR AFSOC OUTSTANDING AIRCREW MEMBER OF THE YEAR

AFSOC OUTSTANDING AIRCREW MEMBER OF THE YEAR, 2000

PILOT

MAJ ALPHA B. CHARLIE

- The (unit) proudly nominates Maj Alpha B. Charlie. Maj Charlie ...

- He

-- Expertly handled ...

--- Ensured

Attachment 2

**FORMAT FOR AFSOC OUTSTANDING COMBAT TACTICS OFFICER/ENLISTED
MEMBER OF THE YEAR**

AFSOC COMBAT TACTICS OFFICER (ENLISTED) OF THE YEAR, 2000

MAJ ALPHA B. CHARLIE, 16 SOW

Nomination should be double spaced, in narrative format, and not exceed 2 pages.

Attachment 3**FORMAT FOR BIOGRAPHICAL SKETCH FOR AFSOC OUTSTANDING COMBAT
TACTICS OFFICER/ENLISTED MEMBER OF THE YEAR**

Biographical Sketch

Rank/name Major Alpha B. Charlie

Duty Assignment Tactics Officer, 4 SOS

Organization 16 SOW

Location Hurlburt Field FL

Weapon System AC-130U

Military/Civilian Education:

79 BS, USAF Academy

85 SOS

95 ACSC, Maxwell AFB AL

96 MS, Troy University